

**Connecticut General Assembly
JOB OPPORTUNITY
Legislative Secretary**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Hartford

Hours: Part-Time

Salary: \$18,745

Closing Date: February 7, 2014

General Knowledge:

The Commission on Children is currently hiring for a part-time legislative secretary. Position will provide office support in children's policy and family engagement. Position is a permanent 20 hours/week position with state benefits.

Preferred Skills and Ability:

Candidate of choice will be professional, friendly, flexible and thrive in a fast-paced, team environment. Required skills include proficiency in Microsoft Office, experience with PeopleSoft and Adobe Acrobat.

General Experience:

Scheduling, coordinating class materials for parent leadership trainings, event planning, editing, greeting the public and managing calls from parents and policy leaders.

Special Experience:

Social media and website management skills are helpful.

Application Instructions:

Send cover letter, resume and three references to Heather.petit@cga.ct.gov or fax to (860) 240-0248. No telephone inquiries. All material must be received by February 7, 2014 in order to be considered for this position.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.